



**30 South Meridian Street, Suite 900
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Application
for
Problem-Solving Court
Provisional Certification

Signature of Judge

Signature of Coordinator

of

Name of Court

Date



Problem-Solving Court Name:

Type of Court:

___ Circuit
___ City

___ Superior
___ Town

Jurisdiction:

___ Adult
___ Juvenile

Supervising Judge:

Name

Telephone

Address

E-mail

Problem-Solving Coordinator:

Name

Telephone

Address

E-mail

Legal Status of Participants – Please list all that apply (See IC 33-23-16-13)

Proposed Start Date:

Application Contact Person:



Please submit the following information as attachments:

Attachment A Problem-Solving Court Goals and Objectives

This attachment must include a description of the problem-solving court goals and objectives. Each program goal should include measurable objectives and should reflect the court's current operations.

Attachment B Organizational Plan

This attachment must include an organizational chart and a description of the court's operational and administrative structure to include:

Problem-Solving Court staff and team members (name, agency, address, telephone and fax numbers, e-mail address)

Treatment provider information (name, agency, address, telephone and fax numbers, and e-mail address for each treatment agency providing services to participants)

Referring courts (names of other courts referring or transferring cases to the problem-solving court)

Attachment C Policy and Procedures Manual

This attachment must include a current copy of the problem-solving court policy and procedure manual. The policy and procedures manual should incorporate the principles of problem-solving courts and include information related to the screening and referral process, program services and requirements, graduation criteria, case management procedures, judicial interaction, incentives and sanctions, compliance monitoring and termination procedures. It should also include all problem-solving court forms, such as the participation agreement, consent for release of confidential information, orientation information, and referral agreements.

Attachment D Eligibility Criteria

This attachment should include a detailed description of the legal eligibility for problem-solving court participation under IC 33-23-16-13 as well as any other factors taken into consideration when determining eligibility.



Attachment E Estimated Budget

This attachment must include the estimated problem-solving court budget including all projected income (user fees, grants, county general funds) and expenses. All fees must be assessed and collected in compliance with Sec. 12 of the Interim Rules for Problem-Solving Courts.

Attachment F Treatment Provider Information

This attachment must include information for each treatment provider that will provide substance abuse treatment and mental health services to problem-solving court participants. Appropriate information includes marketing and advertising materials, program accreditation, documents, credentials of individual counselors providing substance abuse treatment services and a copy of the referral agreement for each provider.

Attachment G Contractors

This attachment must include information on each contractor and a copy of their contract with the court. If the problem-solving court is not using contractors this attachment does not apply.

Attachment H Problem-Solving Court Staff Requirements

This attachment must include documentation that the problem-solving court coordinator, each case manager or staff person conducting intake and referral or risk assessment and any volunteers comply with Sec. 10 of the Interim Rules for Problem-Solving Courts.